

**MINUTES OF THE REGULAR PUBLIC MEETING  
BOARD OF SANITARY COMMISSIONERS  
TUESDAY JANUARY 21, 2025**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, January 21, 2025 with Commissioner Garcia presiding, in the first floor meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

**Silent Roll Call:** Commissioners Kathy DeGuilio-Fox, John Bach, Greg Cieslak, Dave Jones and Richard Garcia. Also present were Mark Knesak, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Alex Robertson, Town Councilman

Derek Snyder stated he is working on the sanitary/storm report.

Mark Knesak updated the commissioners on the bid requests pertaining to recycling and refuse contracts. 2 businesses request specs. He stated that one councilman suggested to him we drop recycling. The commission discussed the pros and cons about dropping recycling.

Robert Tweedle stated our January semi-annual report is due at the end of the month. He is working on it. We can only update what can move forward on as we are waiting to hear the Hammond dates.

At 6:42 the study session ended and the Regular Meeting of the Board of Sanitary Commissioners of the Sanitary District of Highland convened with Commissioner Garcia presiding, in the meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

**Roll Call:** Commissioners Kathy DeGuilio-Fox, John Bach, Greg Cieslak, Dave Jones and Richard Garcia. Also present were Mark Knesak, Public Works Director, Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Alex Robertson, Town Councilman

The minutes from the December 19, 2024 public meeting are approved.

**Special Order:**

Election of Officers

President, Richard Garcia  
Vice President, Greg Cieslak  
Secretary, David Jones

Commissioner DeGuilio-Fox made a motion to accept the officers. Commissioner Bach seconded. Upon a roll call vote there were five (5) affirmatives and no (0) negatives. The motion passed.

**Appointments**

Sanitary District Superintendent, Mark Knesek  
Sanitary District Recording Secretary, Denise Beck  
Sanitary District Attorney, Robert Tweedle  
Sanitary District Derek Snyder, Nies Engineering

Commissioner Jones made a motion to accept the officers. Commissioner DeGuilio-Fox seconded. Upon a roll call vote there were five (5) affirmatives and no (0) negatives. The motion passed.

**Communications:** None

**General Order and Unfinished Business:**

1. Sanitary District of Highland  
Board of Sanitary Commissioners  
Resolution No. 2025-01

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT SEWAGE WORKS ENGINEER FOR THE YEAR 2025

Commissioner Cieslak made a motion to accept the Resolution 2025-01. Commissioner Bach seconded. Upon a roll call vote there were five (5) affirmatives and no (0) negatives. The motion passed.

**Whereas**, The Sanitary District of Highland, through its Board of Sanitary Commissioners, has heretofore determined a need to engage the professional engineering services in order carry out the mission of the District; and

**Whereas**, NIES Engineering, Incorporated, (Consultant) has offered and presented an Agreement to provide and furnish Professional Engineering Services during the year 2025 in consideration for fees to be charged and billed monthly based upon a lump sum value of the services completed, in an amount not-to-exceed Ninety Thousand Dollars and No Cents (\$90,000.00); and

**Whereas**, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept and approve the agreement for services as herein described.

**Now, Therefore Be it Resolved** by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Sanitary District of Highland for District Sewage Works Engineer is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement for professional engineering services in the not-to-exceed amount of Ninety Thousand Dollars and No Cents (\$90,000.00) for the year 2025 is found to be reasonable and fair;

**Section 3.** That the Sanitary District of Highland, through its Board of Sanitary Commissioners, believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 4.** That the President of the Sanitary District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Sanitary District of Highland.

**Duly Adopted**, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 21st day of January 2025. Having been passed by a vote of five (5) for and none (0) opposed.

**The Sanitary District of Highland**

**By Its Board of Commissioners:**

---

Richard Garcia, President

*Attest:*

---

David Jones, Secretary

2. **SANITARY DISTRICT of HIGHLAND**  
**Board of Sanitary Commissioners**  
**Resolution No. 2025-02**

A RESOLUTION ESTABLISHING the 2025 WAGE AND SALARY RATES of the SANITARY DISTRICT of HIGHLAND, LAKE COUNTY, INDIANA

Commissioner Bach made a motion to accept the Resolution 2025-02. Commissioner Cieslak seconded. Upon a roll call vote there were five (5) affirmatives and no (0) negatives. The motion passed.

**BE IT HEREBY RESOLVED BY** the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana as follows:

**Section 1.** That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified for the officers of the Sanitary District and those employees of the municipality performing duties for the utility under its control.

**Section 2.** That wages and salaries of the employees and consulting professionals of the Sanitary District of Highland are hereby established to be effective January 5, 2025, as set forth below:

Attorney	\$490.00 per month (retainer) \$165.00/hr.
Public Works Director	\$436.09 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) \$1,744.38 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Assistant Public Works Director	\$1,780.63 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Operations Director	\$370.13 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) \$1,480.50 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Utilities Supervisor	\$1,593.80 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Street Supervisor	\$326.76 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) \$980.28 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Fleet Supervisor	\$490.14 bi-weekly (w/ longevity) (portion payable from SD – Solid Waste Fund-6601) \$1,143.66 bi-weekly (w/ longevity) (portion payable from Sewer Operating Fund-6201)
Recording Secretary	\$154.50 per month
Laborer, Temporary (Fall Help)	\$11.33 - \$14.83/hr.
Laborer (Part-Time)	\$10.85 - \$14.03/hr.
Temporary (Summer Help)	\$11.33 - \$14.83/hr.

**Section 3.** That pursuant to IC 36-9-25 sections 32 and 34, the Board notes that revenues derived from the collection of fees for waste water treatment and storm water management may be used according to the purposes of its (special district) operating fund, including but not limited to paying general expenses of the board including salaries of its officers and authorizes and directs that the salaries set forth in this resolution may be paid from the special taxing district (general expense) operating or the wastewater/stormwater works operating funds as the board may hereinafter direct;

**Section 4.** That the Clerk-Treasurer as Fiscal Officer of the Municipality shall not receive additional compensation for duties attached to and performed for the Sanitary District and sewage works pursuant to I.C. 36-9-25-9(a);

(a) That the Sanitary District authorizes and approves that a share of the Clerk-Treasurer's compensation may be derived from the Special Sanitary District Operating Fund, subject to the laws governing same, including but not limited to P.L. 93-15, codified as IC 36-5-3-2;

(b) That the amount of such share of pay is approved up to and shall not exceed the amount identified and set apart in the properly identified appropriation of the Sanitary District Operating Fund.

**Section 5.** That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Office of the Clerk-Treasurer as well as a share of the compensation of the Clerk-Treasurer may be paid from the proper utility fund of the Wastewater/Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted and effective salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary as well as the compensation and benefits ordinances as passed by the Town Council are hereby adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

**Section 6.** That the Board of Sanitary Commissioners authorizes and approves that a share of the compensation of the employees in the Public Works Department may be paid from the proper utility fund of the Wastewater / Stormwater Works, for services connected with the operation of the utility, subject to the laws governing same;

(a) That such pay shall be a part of and not in addition to the compensation as fixed by the Town Council in its most recently adopted salary ordinance; and,

(b) That the compensation and other provisions set forth in the wage and salary and the compensation and benefits ordinances as passed by the Town Council is adopted and ratified and their provisions extended to and operative upon the officers and employees of the Sanitary District.

**Section 7.** That all enactments of the Board of Sanitary Commissioners in conflict with the terms of this enactment are hereby repealed and of no further force nor effect;

**Section 8.** That the terms of this resolution shall become and remain effective from and upon its passage and adoption.

**ADOPTED** and approved this 21<sup>st</sup> Day of January, 2025 by the Board of Commissioners of the Town of Highland Sanitary District, Lake County, Indiana. Having been passed by a vote of five (5) in favor and none (0) opposed.

**THE SANITARY DISTRICT of HIGHLAND  
BY ITS BOARD of COMMISSIONERS:**

\_\_\_\_\_  
Richard Garcia, President

Attest:

\_\_\_\_\_  
David Jones, Secretary of the Board of Sanitary Commissioners

3. Sanitary District of Highland  
Board of Sanitary Commissioners  
Resolution No. 2025-03

A Resolution Establishing the 2025 Capital Project Budget of the Sanitary District to be Paid from its Sewage Works Improvement Fund

Cieslak made a motion to accept the Resolution 2025-03. Commissioner DeGuilio-Fox seconded. Upon a roll call vote there were five (5) affirmatives and no (0) negatives. The motion passed.

**Whereas,** The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

**Whereas,** IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

**Whereas,** The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

**Whereas,** The Board of Sanitary Commissioners in performing its duties, now determines that passage and adoption of a Capital Budget Resolution establishing a Capital Budget to be paid from funds of the Sanitary District to be necessary for the sound management and control of the sewage works and performing its duty to construct, reconstruct, operate, repair, and maintain all sewage works.

**Now, Therefore Be it Resolved** by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the Capital expenses as hereinafter identified of said District, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Sanitary District Sewage Works Improvement Fund:

36850 Inflow/Infiltration Repair/Rehab	\$1,000,000.00
30010 PW Camera Truck Capital Lease	\$52,500.00
Total Allowances as fixed for this Fund	\$1,052,500.00

**Section 2.** That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

**Section 3.** That the Superintendent of the Sanitary District is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

**Section 4.** That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Sanitary Commissioners, revising the amount fixed and authorizing the additional allowance amount;

**Section 5.** That any prior Capital Budget duly adopted by resolution and as amended from time to time is hereby repealed and replaced to include the Capital expenses identified herein;

**Section 6.** That this Resolution shall be effective immediately upon its passage and adoption by the Board of Sanitary Commissioners and may be amended or repealed by subsequent resolution duly passed and adopted.

**Duly Adopted,** Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 21st day of January, 2025. Having been passed by a vote of five (5) for and none (0) opposed.

**The Sanitary District of Highland**  
**By Its Board of Commissioners:**

\_\_\_\_\_  
Richard Garcia, President

Attest:

\_\_\_\_\_  
David Jones, Secretary of the Board of Sanitary Commissioners

**New Business:** None

**Reports:** None

**Comments from the Commissioners:** None

**Business from the floor:**

<b>Claims:</b>	3308	SAN DIS BD & INT - EXEM	\$ 628,237.50
	6201	SEWAGE OPERATING	\$ 338,427.93
	6205	WASTE WATER CONSTRUCTION	\$1,819,971.92
	6206	SEWAGE CASH RESERVE	\$ 119,260.50
	<u>6601</u>	<u>SANITARY OPERATION</u>	<u>\$ 211,234.62</u>
		Total	\$3,117,132.47

Commissioner Jones motioned to approve the docket. Commissioner Bach seconded. Upon a roll call, there were five (5) affirmatives and no (0) negatives. The motion passes.

---

**Next Meeting:**

The next meeting will be a study session to be held at 6:30 p.m. on Tuesday, February 4, 2025. The next regularly scheduled Public Meeting will be held Tuesday, February 18, 2025 following a study session at 6:30 p.m.

**Adjournment:** There being no other business to come before the Board of Sanitation Commissioners, Commissioner DeGuilio-Fox moved to adjourn. Upon a voice vote, the meeting was adjourned at 6:53 pm.

Respectfully Submitted, Denise Beck, Recording Secretary